

To	MARIN TRANSPORTATION AND LAND USE SOLUTIONS (TPLUS) ADVISORY COMMITTEE	Reference number 130354/TL
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Subject	Local TLC – HIP Program Description Memo #3	

The Transportation Authority of Marin (TAM) administers the county-level Local Transportation for Livable Communities (TLC)/Housing Incentive Program (HIP) Transportation Capital Program, which is based on the regional MTC Transportation for Livable Communities (TLC) program. This memo is the second draft of a program structure to meet the needs of TAM and Marin County stakeholders. It is important to keep in mind that this program will be a pilot and will be evaluated over time. Adjustments can be made in the future to reflect experience and lessons learned at the close of each Call For Projects process.

Regional Transportation for Livable Communities Program Background

The Metropolitan Transportation Commission (MTC) is the regional planning, funding and coordinating agency for the nine Bay Area Counties. MTC is responsible for drafting the Regional Transportation Plan, which is a long-range planning and funding document addressing the region's critical transportation needs. MTC also operates a number of regional customer service programs such as 511.org, Freeway Service Patrol, the Call Box Program, and numerous other transportation-related activities. The Transportation Authority of Marin (TAM) works closely with MTC in developing and funding the transportation network in Marin County. Through its ability to influence funding policies and programs, MTC created the Transportation For Livable Communities (TLC) program.

There is a growing interest in the integration of transportation and land use planning activities. This interest stems from recognition that transportation and land use are interwoven and that each exerts a strong influence on the other. Land use is one of the strongest determinants as to how people will choose to travel. Different land use forms require different transportation systems. Compact land use forms with a diversity of land use types are often complemented by a fine-grained transportation network that allows walking, bicycling and transit use. Lower density land use forms with separation of uses and more homogenous land use types are often complemented by an auto-oriented transportation system where it is easy to drive but not so easy to walk, ride transit, or ride a bicycle.

The purpose of the regional TLC program is to support community-based transportation projects that bring new vibrancy to downtown areas, commercial cores, neighborhoods, and transit corridors, enhancing their amenities and ambience and making them places where people want to live, work and visit. The TLC program provides a competitive source of additional federal funding for qualified housing and transportation projects.

The regional program was initially funded with an annual budget of \$9 million, and funding was competitively awarded to projects with a regional impact. With the 2001 Regional Transportation Plan, the TLC program was expanded to an annual budget of \$27 million, with \$18 million for the regional program and \$9 million designated for new county-level TLC programs, allocated by county population. In Marin, this program is part of the Transportation Planning and Land Use Solutions (TPLUS) and will be administered by TAM, and has an annual allocation of \$323,467 based on current population data.

Marin County Context

Marin County is heavily auto-dependent, and traffic congestion will only get worse if similar travel trends continue. Congestion can be attributed to several factors:

- 1) County residents are making more automobile trips than ever. The number of daily trips being made by residents is outpacing growth in households and employment. In the past decade, for example, trip growth was three times greater than household growth.
- 2) Most people in Marin drive alone. During the commute periods, about 65 to 75% of Marin commuters travel alone in their automobile. About 55% of all trips made by residents throughout the day are drive-alone trips.
- 3) Though over half of the commute trips by residents are within Marin, many residents still commute out of the county to work – between 45 and 50%, compared to a 25% regional average. However, resident commute trips are becoming increasingly local as Marin grows as a job center.
- 4) U.S. 101 serves both local and regional traffic, including commute trips from Sonoma County to and through Marin to other counties. However, regional through traffic during commute periods, which accounts for only about 20% of the traffic on U.S. 101 during commute periods, is less of a problem than previous years as Marin and Sonoma become job centers. (In fact, there is a growing reverse commute as Telecom Valley in Sonoma grows.
- 5) Median housing prices are high, approximately \$750,000, reducing the availability of housing affordable to teachers, policemen, firefighters and service employees, who thus have to commute from neighboring counties to their jobs in Marin.
- 6) Other means of getting to work, including carpooling, transit, walking, have generally declined since 1980.

Renewed investment in downtowns and urbanized areas near transit stations, with an emphasis on increasing travel mode choices, is already happening throughout Marin County. This will help reduce the number of potential automobile trips. Like the regional TLC program, the Marin Local TLC/HIP Capital Grant program provides an incentive to encourage community-based transportation projects, but with a more local focus.

County-level programs must support the spirit and goals of the regional program, but may be refined to reflect local conditions, interests, needs, and priorities. The Transportation Authority of Marin (TAM) conducted a review process involving the Marin County TPLUS Advisory Committee, which consisted of representatives from local jurisdictions, community groups, and consulting staff, to adjust the Local TLC/HIP Capital program to reflect local priorities. The outcome of the advisory process is a greater emphasis on the provision of housing, particularly affordable housing, safe routes and access to schools, and environmentally sustainable projects.

Marin Local TLC/HIP Capital Program Purpose and Components

The purpose of Marin's Local TLC/HIP Capital Program is to provide local support for small-scale, community-based transportation projects, create sustainable transportation projects that encourage the use of alternative modes, and protect the environment. The Local TLC/HIP Capital Program will offer a Local Housing Incentive Program Transportation Capital and a Local TLC Capital Program.

Local TLC/HIP Program Goals

The goals of Local TLC/HIP are to support community-based transportation projects that:

- Are developed through a collaborative and inclusive planning process that includes broad partnerships among a variety of stakeholders such as public agencies, community-based organizations and community stakeholders, and outreach to a diversity of participants.
- Improve a range of transportation choices by adding or improving pedestrian, transit, and/or bicycle facilities, and by improving the links between these facilities and activity nodes.
- Support well-designed, high-density housing and mixed use developments that is well served by transit, or will help build the capacity for future transit investment and use.
- Support a community's infill or transit-oriented development and neighborhood revitalization activities.
- Improve the safety of routes and access to schools.
- Are environmentally sustainable.
- Enhance a community's sense of place and quality of life.

Funding Amount and Grant Size

- MTC allocates funds on an annual basis by population. Based on current population data, Marin County will receive \$323,467 annually for to allocate to either a TLC style capital program, a Housing Incentive Program, or to both. A local version of TLC Capital and the Housing Incentive Program (HIP) are currently a part of the Marin TPLUS initiative. The programs must be modeled after the regional TLC program and consistent with regional program guidelines.

Considering Marin County's relatively small award, it makes sense to pool funds to create a larger cycle. Given that Marin is allocated \$323,467 on an annual basis, a three year funding cycle is recommended. Starting in the first three years, HIP grant applications will be accepted and at the end of the third year a competitive Local TLC Capital Call for Projects will be made Recommended Grant Size

For this pilot program, it is recommended that TAM provide grants in size ranging from \$150,000 - \$500,000¹. Further, it is recommended that TAM review this policy after each of the first three cycles and make adjustments as needed.

¹ TAM currently limits how Federal funds are used, and only projects with budgets of \$500,000 or more are able to claim Federal funds. This requirement is due to the administrative burdens associated with using Federal funds. As outlined further in this memo, \$500,000 is exceptionally high for most Marin projects that may qualify in these programs, and, therefore, a lower amount is recommended. Historically, the minimum grant size available through MTC via the TLC program was \$150,000 (MTC minimum is now \$500,000).

Recommended Process for Awarding Funds

TAM is interested in offering the two programs listed above and described further in this memo. Analysis revealed that local jurisdictions can only participate in HIP in a limited fashion due to the size of most housing developments in Marin and the typical number of bedrooms in these developments. Nonetheless, the TPLUS Advisory Committee and TAM would like to prioritize Local HIP Transportation Capital Projects and assist in the creation of transit focused housing in the county. Given these parameters, a two-phased approach should be pursued to award Local HIP Transportation Capital and Local TLC Capital funds. The two-phased approach would be followed for each three-year cycle of the program.

Phase I – Open a Local HIP Transportation Capital Call For Projects

At the beginning of each three-year period, a HIP “Call For Projects” will be initiated. Applications for HIP are accepted on a continual basis. TAM staff administratively evaluates the eligibility of Local HIP Transportation Capital applications (see Local HIP Transportation Capital Program Evaluation Process below), and awards grants to qualifying applicants on a first come, first qualified basis. Federal guidelines require an 11.5% local match for these grants. TAM will require the same local match. As funds are awarded, the TAM board is notified and approves the award.

Phase II – Open a Local TLC Capital Call For Projects

If funds remain towards the end of a three-year cycle, TAM then issues a Local TLC Capital Program “Call For Projects”. TAM staff accepts applications submitted by the specified deadline, then evaluates and competitively ranks applications. The TAM Board awards grants to the most highly qualified projects (see Local TLC Capital Program Evaluation Process below). Federal guidelines require an 11.5% local match for these grants. TAM will require the same local match.

Local Housing Incentive Program (HIP) for Transportation Capital Projects

Description

Local HIP Transportation Capital funds rewards local governments that give planning and zoning approvals, and building permits to high-density housing, particularly affordable housing, and mixed-use developments at or near transit stops. The key objectives of the Local HIP program are to increase the housing supply in areas of the region with existing infrastructure and services in place, including transit, retail, jobs and cultural activities; locate new housing where non-automotive transportation options such as walking, bicycling, and taking transit are viable transportation choices; and establish the residential density and ridership markets necessary to support high-quality transit service.

Local governments apply for and spend Local HIP grants on transportation improvements. To receive a grant, the local jurisdiction must demonstrate transit focused housing is being created in compliance with guidelines below. The local jurisdiction uses the grant on a transportation capital improvement consistent with program guidelines. Local government agencies are required to spend Local HIP funds on either a Local TLC capital project that serves the new housing development or a Local TLC capital project that supports Local TLC goals but is located elsewhere in the local jurisdiction. This flexibility is offered when the connections already exist between the housing development and the transit node or when the developer is already providing connections between the development and the transit node. Typical capital projects include pedestrian and bicycle facilities that connect the housing project to adjacent land uses and transit; improved sidewalks and crosswalk linking the housing to a nearby community facility such as a school or a public park; or streetscape improvements that support increased pedestrian, bicycle, and transit activities and safety.

Who Can Apply?

Local government agencies are eligible recipients of the federal funds. Nonprofit or market-rate housing developers may partner with a local government agency to plan and build the housing, but cannot receive the funds.

Calculating the Local HIP Capital Award

Grant amounts are based on the density of the housing project and the number of bedrooms, with additional bonus funding per bedroom in an affordable unit.

The density thresholds and award amounts are:

- 20 units per net acre: \$1,000 per bedroom
- 30 units per net acre: \$1,500 per bedroom
- 40 units per net acre: \$2,000 per bedroom
- 60 units per net acre: \$2,500 per bedroom

For all affordable units, additional bonus funding per bedroom will be awarded, based on the following sliding scale:

- \$400 per lower income unit bedroom (targeted at a household earning 51 to 80 percent of area median income)
- \$600 per very low income unit bedroom (targeted at a household earning 31 to 50 percent of area median income)
- \$800 per extremely low income unit bedroom (targeted at a household earning 0 to 30 percent of area median income).

Because federal funding requirements can prove to be daunting, TAM recommends a minimum grant amount of \$150,000 to make the effort worthwhile. A local match of 11.5 percent of the total TRANSPORTATION CAPITAL project cost is required. Grant recipients will be required to take the capital project through the federal-aid process with Caltrans Local Assistance, and obligate, or commit, the federal funds by the obligation deadline specified by TAM. In addition, grant recipients will be required to attend or provide evidence of having previously attended a training workshop offered by Caltrans on the Federal aid process. This is a requirement from MTC.

Eligible Transportation Capital Projects

transportation Capital projects must be located within a public right-of-way or other publicly held land with public access, such as a transit center. Project activities eligible for funding include bicycle and pedestrian paths and bridges; on-street bike lanes; pedestrian plazas; pedestrian street crossings; streetscape enhancements such as median landscaping and pedestrian refuges, street trees, lighting, and furniture; traffic calming design features such as pedestrian bulb-outs and transit bulbs; and transit stop amenities. While these discrete activities are eligible for funding, TAM is looking for a capital project that is well designed, uses a variety of different design features, and results in numerous community benefits. For detail on eligibility criteria, see description on pages to follow.

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Qualifying for the Award

This table illustrates the minimum project size (in bedrooms) based on density of the housing project and bedroom type (as related to household income).

For a \$75,000 Grant				
If the project density is:	Then the project would need to have:			
	Market Rate Bedrooms	Lower Income Unit Bedrooms	Very Low Income Unit Bedrooms	Extremely Low Income Unit Bedrooms
20 Housing Units per Net Acre	75	54	47	42
30 Housing Units per Net Acre	50	39	36	33
40 Housing Units per Net Acre	38	31	29	27
60 Housing Units per Net Acre	30	26	24	23

For a \$100,000 Grant				
If the project density is:	Then the project would need to have:			
	Market Rate Bedrooms	Lower Income Unit Bedrooms	Very Low Income Unit Bedrooms	Extremely Low Income Unit Bedrooms
20 Housing Units per Net Acre	100	71	63	56
30 Housing Units per Net Acre	67	53	48	43
40 Housing Units per Net Acre	50	42	38	36
60 Housing Units per Net Acre	40	34	32	30

For a \$150,000 Grant				
If the project density is:	Then the project would need to have:			
	Market Rate Bedrooms	Lower Income Unit Bedrooms	Very Low Income Unit Bedrooms	Extremely Low Income Unit Bedrooms
20 Housing Units per Net Acre	150	107	94	83
30 Housing Units per Net Acre	100	79	71	65
40 Housing Units per Net Acre	75	63	58	54
60 Housing Units per Net Acre	60	52	48	45

For a \$500,000 Grant				
If the project density is:	Then the project would need to have:			
	Market Rate Bedrooms	Lower Income Unit Bedrooms	Very Low Income Unit Bedrooms	Extremely Low Income Unit Bedrooms
20 Housing Units per Net Acre	500	357	312	277
30 Housing Units per Net Acre	333	263	238	217
40 Housing Units per Net Acre	250	208	192	178
60 Housing Units per Net Acre	200	172	161	151

Local HIP Transportation Capital Evaluation Process

TAM will conduct an eligibility evaluation of all Local HIP Capital projects based on three types of criteria:

Part 1: Qualifying Housing Project Readiness Criteria

These criteria will be used to evaluate whether a qualifying housing project will be able to meet the groundbreaking deadline and the capital transportation project to be funded by Local HIP funds will be able to meet the fund obligation deadline. The transportation capital project must be ready to begin the preliminary engineering, environmental review and clearance, right-of-way, and construction phases, and to secure a federal authorization to proceed with construction by the local obligation deadlines set by TAM.

1. The project should provide the planning status of the housing project. A detailed description (including a site plan, building/unit plans, and elevations to the extent they have been developed, as well as photos of the project site, its immediate surroundings, and path of travel to the transit stop) and timeline of the project approval process for the housing project are needed, as well as the timeline when building permits are expected to be issued, and when housing construction will begin.
2. To be considered for funding, a housing project should be in the zoning and entitlement process with the local jurisdiction but not have received either a zoning permit or building permit. If a project has either of these, it is considered too far along in the process and is not eligible to receive the grant. The transportation infrastructure improvement to serve the housing project should be clearly identified as part of this planning process. If the existing transportation infrastructure linking the housing project to the transit stop is deficient, the local government agency is encouraged to spend HIP funds on constructing the necessary infrastructure improvements.
3. The housing project should provide the financing status: the sponsor needs to secure all financing required in order to make the project financially viable. If not, the sponsor needs to explain the project financing strategy. Is the project applying for 9% tax credits? If the project does not receive an allocation in its next attempt, how will the sponsor proceed? Is the project applying for HUD financing either through the 202 or 811 program? If the project does not receive a HUD award in its next attempt, how will the sponsor proceed? Is the project applying for funding from the local jurisdiction(s) (such as redevelopment, in lieu or HOME funds)? What is the status of the request for local funding? Overall, will the project be ready to close all financing (and therefore start construction) within 24 months?
4. What is the capital project to be funded by the HIP funds? The local government agency may determine where Local HIP funds should be spent in the jurisdiction. The project funded through HIP must be consistent with Local TLC goals and be approved by TAM for funding eligibility. In addition, adequate connectivity between the housing project and a transit stop with service that meets the eligibility requirements, provided by existing or proposed facilities, must be demonstrated. A detailed description of the capital project, including project scope, budget, and implementation schedule is needed as well as maps and photos of the project area where improvements will be built.

Part 2: Eligibility Screening to Determine a Qualifying Housing Development

The housing project is used to qualify for a grant to fund a capital transportation improvement. The following eligibility criteria must be met:

1. Walking Distance from Housing to Transit Stop—Housing projects must be within one third of a mile from the center of the housing development site to the transit stop via the shortest walking path leading to the transit stop. Housing projects that are within one half of a mile from a rail transit station or ferry terminal are also eligible.

2. **Pedestrian Path of Travel**—A pedestrian path of travel from the center of the project to the transit stop must be provided and demonstrated on a scaled for distance map. The path must comply with the American with Disabilities Act.
3. **Transit Headways**—Housing project must be served by transit service (bus, ferry and/or rail transit²) with 15-minute headways or less during the peak commute hours of 7-9 am and 4-6 pm. Documentation evidencing the transit peak headway service provided must be submitted. TAM allows two exceptions to this criterion:
 - a. Alternatively, if a housing project is located in a community's designated downtown or central business district, the housing project is eligible for funding consideration if the transit serving the downtown provides 30-minute headways or less during the peak commute period. Project sponsor must submit a scaled for distance land use map or zoning map illustrating the location of the downtown/central business district, with the location of the housing project noted.
 - b. If a housing project is located within a one-half mile radius of a regional transit corridor, station, or stop, as identified currently by MTC Resolution 3434³, the housing project is eligible for funding consideration if it is served by transit service with 30-minute headways or less during the peak period. On a case-by-case basis, TAM will consider longer peak headways if the project sponsor demonstrates the transit operator's plans to upgrade the service to 30-minute peak headways in the near term. Project sponsor must submit a land use map illustrating the location of the Resolution 3434 existing or approved station/stop, with the location of the housing noted and the pedestrian path of travel from the housing to the station/stop.
4. **Housing Density**—Housing project must meet a minimum density standard of 20 units per acre. Density per acre is determined by evaluation of the net area per acre available to develop. In addition, project sponsor must document the current zoning, and explain whether the housing project meets or exceeds current zoning.⁴ The total developable acreage should not include land unsuitable for development such as wetlands, steep grade/hillside, toxic lands, etc. Consultation with TAM staff may be required to determine the appropriate approach to making this calculation.
5. **Affordable Housing Bonus**—If bonus for affordable housing is requested, housing projects must identify number of units and level of affordability. For purposes of this program, TAM defines affordable bedrooms as bedrooms located in a housing unit with a monthly cost of no more than 30 percent of a low-income household's gross monthly income, adjusted for family size. Area median income and affordable income limits for extremely low, very low, and lower income households by family size are based on the figures released annually for every county and Metropolitan Statistical Area (MSA) by the U.S. Department of Housing and Urban Development (HUD).

² On a case-by-case basis, TAM will consider these criteria to be met if multiple transit routes or lines combine to provide effective 15-minute headways to and from major activity nodes.

³ MTC's Resolution 3434 consists of nine rail extensions throughout the Bay Area, a new regional express bus program, and significant service enhancements to eight existing rail and bus corridors as identified in the 2001 Regional Transportation Plan and amended in the Transportation 2030 Plan (pending). In Marin County, this includes the proposed potential commuter rail corridor.

⁴ Housing projects must meet or exceed the current zoning requirements to receive HIP funding; TAM will not fund housing projects that involve downzoning.

Part 3: Basic Eligibility Criteria for the Local HIP Capital Transportation Improvement

1. The project sponsor understands and agrees to the MTC project delivery requirements as described in MTC Resolution 3606.
2. Is the project fully funded with Local HIP Capital funds and other funds that are in control of the local government agency and assigned to the project? Is the project dependent upon other funding yet to be secured? Provide a project budget showing all funding amounts and fund sources secured for the project, and describe how any funding shortfalls will be covered.
3. Is the project dependent upon another uncompleted major capital project?
4. What type of environmental document required by CEQA and NEPA will be (has been) prepared, and when would it be (was it) certified? What environmental issues may require more detailed study?
5. Is the project entirely within the local agency's right-of-way? Are any new right-of-way, permits or easements needed, and when would it be acquired (from non-Local HIP sources) if needed?
6. Is there a utility relocation phase within the project area but implemented separately from the project?
7. Have all affected departments within the local government agency, transit agency, and/or other public agency (1) been involved in the development of the project and (2) reviewed the project to ensure project feasibility?
8. Is the project difficult to engineer (or has engineering been completed)?
9. Is there significant local opposition that may prevent the project from meeting the funding obligation deadline?
10. Are there any pending lawsuits related to the project?

Local HIP Capital Project Application Process

The Local HIP Capital Project application process consists of four steps:

Step 1: TAM issues a "Call For Projects" every three years. Applications are accepted on a continuous basis throughout the three year period.

Step 2: Applicants submit a project proposal to TAM for funding consideration. The project proposal should include amount of Local HIP funds requested, amount and source of local match and other funds committed to the project, brief description of sponsor and study partner(s), detailed description of the specific capital improvements to be funded by Local HIP, how project fulfills evaluation criteria shown above, project finance plan for preliminary engineering, right-of-way and construction phases, project schedule for preliminary engineering, right-of-way and construction phases, and project area map and photos.

Step 3: TAM staff evaluates project proposals. Projects meeting all criteria are awarded a Local HIP Capital Project grant.

Step 4: Following the staff's award, grant recipients will submit to TAM a local council-approved resolution demonstrating commitment to fund and build the project and attend a workshop on project implementation and the federal-aid process. Grant recipients will be required to take the project through the federal-aid process with Caltrans Local Assistance and comply with MTC's project review process. Funds returned to TAM for any reason will be reprogrammed according to TAM Board policy.

Local TLC Capital Grant Program

Description

The Local TLC Capital Program funds transportation infrastructure improvements to pedestrian, bicycle and transit facilities. The key objectives of this program are to encourage pedestrian, bicycle and transit trips; support a community's larger infill development or revitalization efforts; and provide for a wider range of transportation choices, improved internal mobility, and stronger sense of place. Typical capital projects include new or improved pedestrian facilities, bicycle facilities, transit access improvements, pedestrian plazas, and streetscapes. Funds can be used for preliminary engineering (design and environmental), right-of-way acquisition, and/or construction.

Who Can Apply?

Local TLC Capital Program grants are awarded on a competitive basis. Local governments, transit operators, and other public agencies are eligible recipients of the federal funds. Community-based organizations and nonprofits may be co-partners but cannot receive the funds.

How Much Funding is Available?

Funding may be available at the end of each 3 year-cycle, depending upon the amount awarded to priority HIP projects each cycle. Capital Program grant amounts range from \$150,000 to \$500,000. At the end of a cycle, a selection committee will award remaining funds to the most competitive Capital Program project applications. The first Local TLC Capital Program Call For Projects may take place in September 2005; Call For Projects will be dependant on the amount of funds remaining available following the call for HIP projects. The next Call For Projects may take place in September 2008.

A local match of 11.5 percent of the total Local TLC Capital project cost is required. Grant recipients will be required to take the capital project through the federal-aid process with Caltrans Local Assistance, and obligate, or commit, the federal funds by the obligation deadline specified by TAM. In addition, grant recipients will be required to attend a training workshop on project implementation and the federal-aid process. Most projects will be funded with Transportation Enhancement funds.

Eligible Projects

Projects must be located within a public right-of-way or other publicly held land with public access such as a transit center. Project activities eligible for funding include bicycle and pedestrian paths and bridges; on-street bike lanes; pedestrian plazas; pedestrian street crossings; streetscape enhancements such as median landscaping and pedestrian refuges, street trees, lighting, and furniture; traffic calming design features such as pedestrian bulb-outs or transit bulbs; transit stop amenities; way-finding signage; and gateway features.

TLC Capital Program Evaluation Process

TAM will conduct an eligibility evaluation of all Capital Program projects based on three types of criteria:

Part 1: Local TLC Capital Project Readiness Criteria

These criteria will be used to evaluate whether a project will be able to meet the fund obligation deadline. The projects must secure a federal authorization to proceed with construction by the obligation deadline set by TAM.

1. Collaborative planning process involving the local government agency, community stakeholders, transit district(s), and others affected by the project.

2. Is the project fully funded with Local TLC Capital funds and other funds that are in control of the local government agency and assigned to the project?
3. Is the project dependent upon another uncompleted major capital project?
4. What type of environmental document required by CEQA and NEPA will be (has been) prepared, and when would it be (was it) certified? What environmental issues may require more detailed study?
5. Is the project entirely within the local agency's right-of-way? Are any new right-of-way, permits or easements needed, and when would it be acquired (from non-Local TLC sources) if needed?
6. Is there a utility relocation phase within the project area but implemented separately from the project?
7. Have all affected departments within the local government agency, transit agency, and/or other public agency (1) been involved in the development of the project and (2) reviewed the project to ensure project feasibility?
8. Is the project difficult to engineer (or has engineering been completed)?
9. Is there significant local opposition that may prevent the project from meeting the funding obligation deadline?
10. Are there any pending lawsuits related to the project?

Part 2: Local TLC Capital Basic Eligibility Criteria

All basic eligibility criteria below must be met before a project can be reviewed according to the evaluation criteria under Part 3. Briefly describe how the project satisfies, or will satisfy, each criterion. Following grant approval, the project sponsor will submit a governing board-approved resolution acknowledging and committing to meeting the requirements described below.

1. The funding request is greater than \$150,000 and less than \$500,000.
2. The project sponsor assures that a local match of at least 11.5 percent of the total project cost will be available.
3. The project sponsor agrees to abide by all applicable regulations, including the National Environmental Policy Act (NEPA), California Environmental Quality Act (CEQA), and the American with Disabilities Act (ADA).
4. The project is well defined and results in a usable segment. The MTC definition of "usable segment" is applied, meaning a section of public improvements that has defined start and end points and allows continuous travel from the start point to the end point.
5. The project sponsor understands and agrees to the MTC project delivery requirements as described below and in MTC Resolution 3606.
6. Federal funds through the Local TLC Capital Program are fixed at the programmed amount, and therefore any cost increase would not be funded through TAM.
7. Projects are to be designed and built consistent with the project description contained in the grant application.

8. A field review with Caltrans Local Assistance will be completed within six (6) months of grant approval.
9. The appropriate NEPA document for the project will be certified through the office of Caltrans Local Assistance within twelve (12) months of grant approval.
10. The project design drawings will be submitted to TAM for review and comment at various design stages, typically 30%, 60%, 90%, and 100% submittals to ensure the design is consistent with the original grant application.
11. As with the regional program, completed Plans, Specifications, and Estimates (PS&E) package will be submitted to MTC and Caltrans Local Assistance by no later than April 1 in the year of regional obligation deadline.
12. Federal funds will be obligated by the fund obligation deadline established by MTC for this grant cycle.
13. The “before” and “after” photos of the project will be sent to TAM for use in publications, press releases, reports, etc. about the Local TLC Capital program.
14. TAM will be notified immediately to discuss potential project implications that will affect the delivery of the project.
15. The project sponsor commits to maintaining the project.
16. The project will be consistent with TAM’s TOD/PeD (Transit-Oriented Design/Pedestrian-Oriented Design) Guidelines.

Marin County TAM reserves the right to rescind the Local TLC Capital funds in full should any of the above requirements not be fulfilled by the project sponsor, and reprogram the Local TLC Capital funds as necessary.

Part 3: Local TLC Capital Evaluation Criteria

If a project meets all the screening factors identified in Parts 1 and 2 above, it is evaluated according to the criteria shown below. For each category, a project will be assigned a “high,” “medium,” or “low” rating. Funding priority is based on the degree to which the project meets these criteria. Project review, ranking and prioritizing is an inherently subjective process. This is especially true when thinking about design, community involvement, etc. It also allows for discussion and negotiation between project reviewers. Other methods might include numeric scores or incorporate other weighting factors to preferred goal areas. The project impact will be weighted to meet Marin’s priority need for affordable housing.)

1. Local TLC Capital Program Goals

- a. Project addresses one or more Local TLC Capital program goals, and demonstrates how well the goals are met.

2. Community Involvement

- a. Project resulted from an inclusive and collaborative planning process with community stakeholders, including low-income, minority community representatives (if applicable), as demonstrated by new or strengthened project partnerships, outreach efforts to a diversity of participants, and innovative planning techniques used to solicit public input.
- b. A planning document (such as a transportation-land use plan, urban design/landscape concept plan, design development plan, specific plan, general plan, etc.) from which the project was derived, or a conceptual design illustrating the project, has been prepared and made available to the public for review and comment.
- c. Project is supported by the local agency (including planning, public works, engineering, traffic, and/or redevelopment departments/ agencies), transit operator(s), and community stakeholders who are affected by the project.

3. Project Impact

The project remedies a current or anticipated problem, and will result in one or more of the following community benefits:

- a. *Transportation Choices*: project provides for a range of transportation options to access jobs, shopping, recreation and other daily needs
- b. *Pedestrian and Bicycle Access*: project improves direct pedestrian or bicycle access to the downtown, commercial core, neighborhood, or transit stop/corridor
- c. *Transit Access*: project improves transit accessibility to a major activity center
- d. *Safety and Security*: project reduces the number of pedestrian/bicycle injuries and fatalities, and addresses safety and security concerns around transit facilities
- e. *Street Design*: project promotes good street design to encourage pedestrian, bicycle and transit trips such as narrow traffic lanes, wide sidewalks, marked crosswalks, landscape buffers, pedestrian refuges in medians, etc.; promotes safe road-sharing between bicycles and vehicles; and complies with the American with Disabilities Act and applicable street design standards
- f. *Traffic Calming*: project reduces driving speeds to facilitate safe pedestrian, bicycle, and vehicle travel and street crossings
- g. *Streetscape Design*: project creates pedestrian, bicycle and transit friendly environments through street trees, landscape buffers, pedestrian-scaled lighting, wide sidewalks, etc.
- h. *Community Design*: project enhances the look and feel of the community and fosters a strong sense of place through upgrades to the physical environment and cohesive designs of streets, buildings, and public spaces
- i. *Air Quality*: project improves mobility via walking, biking, or taking transit, and thus reduces vehicle trips and improves air quality
- j. *Economic Development*: project acts as a catalyst to generate local economic development opportunities, particularly within disadvantaged communities
- k. *Safe Routes and Access to Schools*: project addresses safety and security concerns around schools

4. Land Use Links

- a. Project supports channeling new growth to areas of the county with established infrastructure and existing residential development, employment centers, and other major activity centers such as downtowns, retail and cultural facilities.

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- b. Project is located in a project area that is currently zoned, or will be rezoned, to support the development of a diverse mix of housing (particularly high-density, affordable, and/or mixed-income developments), retail, commercial, or office uses.
- c. Project is located in a project area where major transit infrastructure exists or is planned to serve the land use developments.
- d. Project directs investment to a traditionally low-income community, as demonstrated by Census data on income and/or poverty level compared to the city or county as a whole.

Local TLC Capital Program Application Process

The Local TLC Capital Program application process consists of five steps:

Step 1: TAM issues a “Call For Projects” every three years.

Step 2: Applicants submit a project proposal to TAM for funding consideration. The project proposal should include amount of Local TLC Capital funds requested, amount and source of local match, brief description of sponsor and study partner(s), detailed description of the specific capital improvements to be funded by the Local TLC, how project fulfills evaluation criteria shown above, project finance plan for preliminary engineering, right-of-way and construction phases, project schedule for preliminary engineering, right-of-way and construction phases, and project area map and photos.

Step 3: TAM staff evaluates project proposals.

Step 4: Based on the recommendations of TAM staff, and funding availability of the overall program, TAM Executive Director will make a funding recommendation to the TAM Board for the three-year funding cycle.

Step 5: Following the Board’s approval, grant recipients will submit to TAM a local council-approved resolution demonstrating commitment to fund and build the project and attend a workshop on project implementation and the federal-aid process. Grant recipients will be required to take the Local TLC capital project through the federal-aid process with Caltrans Local Assistance and comply with MTC’s project review process. Funds returned to TAM for any reason will be reprogrammed according to TAM Board policy.

Next Steps

1. Marin TPLUS Advisory Committee reviews and approves program proposal.
2. Marin Local TLC/HIP Program Proposal is presented to TAM Board for approval
3. Applications and procedures are developed
4. Call for Projects Process initiated through a letter of solicitation and, if appropriate, a county workshop.